

THE  
*Dental  
Assistant*



JOURNAL OF  
THE AMERICAN  
DENTAL ASSISTANTS  
ASSOCIATION

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JULY • AUGUST

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# The President Speaks...

Since my last visit with you I have attended seven State Meetings, which has given me the opportunity to come to know many new sections of the country and to meet persons whom I had known only through correspondence. What a privilege and delight it has been. There has also been regret — regret that it was not possible to visit each state.

Throughout these visitations I have not only listened to the fine meetings conducted by the State Officers and discussed their plans with them, but have visited with the local society officers and members. The most outstanding fact I have learned hinges entirely on the educational value the meetings offered the membership. In almost every case where there had been an increase in membership, the monthly meetings were well planned, with something worthwhile for each member to take home. This also brought a high attendance to each meeting. If the program was not worthwhile the attitude seems to be, "why attend?" With the pressures of everyday living, family responsibilities, and social attractions for the younger members, it is easy to understand this attitude.

Many societies are working together with the Civil Defense Program, or on one of the Post Certification Courses, as well as the Extension Study Course. This **WORKING TOGETHER** creates close harmony that will knit your membership together.

The state officers and committee chairmen are working diligently offering encouragement and assistance to local societies. They, too, realize if a good educational program is maintained growth in membership and meeting attendance is inevitable.

Selection of meeting places have been discussed. Some smaller societies find it more successful, as well as practical, to hold their meetings in a member's home. Others find that a dinner meeting is most agreeable to the majority, and there are those who find a regular meeting room in a medical building works better for them. Why not take a poll of your membership to see which type of meeting would be more convenient for them to attend? There is one point you might stress should you hold a dinner meeting; if the member is unable to attend the dinner, please let it be known she is welcome to come after dinner for the business and educational program.

With the newly elected officers, both state and local, beginning their year's work, now is the time for **PROGRAM PLANNING**. That is their duty. Yet, each and every member has her duty — that of supporting the officers by attending the meetings planned for **YOU**. Just as the human body ceases to function when the heart fails to do its designated work, **YOU**, the individual member, are the most important "heart" for sustaining life to your local, state and national association.

By the way — have you tabulated your "Interest" accrued on your "Investments in Friendship" lately?

*In Friendship,*

ELMA TROUTMAN, *President*

# Some Observations on the Role of the Dental Assistant in Radiography

By SEYMOUR H. YALE, D. D. S.

*Professor and Head,*

Department of Radiology, College of  
Dentistry, University of Illinois

The dental assistant's role in rendering radiographic service is often classically described as a step-by-step procedure beginning with the exposure of the film and culminating in its processing, drying and mounting. However, the demands of modern dental practice are such that the dental assistant's responsibilities in this important area are of a much broader scope. Radiographs serve three major objectives in dentistry in (1) providing a basis for diagnosis and treatment planning, (2) supplying a chronologic record of each patient's dental progress, and (3) in functioning as an important aid to patient education. It follows that the dental assistant's training in radiographic procedures should mirror these three objectives.

Properly applied, the radiographic service is a major province of the dental assistant. It is of fundamental importance for the dental assistant to recognize, not only the scope, but, also the limitations of her responsibilities in this field. For example, a patient's questions as to the standards of radiation safety are best answered by the doctor. From the standpoint of her own protection, the dental assistant should know that proper filtration and collimation of the x-ray machine contribute to the maintenance of good radiation hygiene.<sup>1</sup>

In her telephone conversation with a new patient, the assistant has the oppor-

tunity to mention that radiographs are usually taken at the first visit. Such an approach reflects the doctor's emphasis on thorough diagnosis and at the same time, helps to allay the fear of the patient who now knows what the major part of the first visit will involve.

For the purposes of this discussion, it is to be assumed that the assistant is properly trained in one of the accepted techniques for intra-oral radiography. Consistently good results, however, are also dependent upon proper patient management. The dental patient, characteristically apprehensive, is quick to sense the operator's ability, or her lack of it. It is of primary importance that each step in radiography be carried out decisively and systematically. Using a pleasant, well modulated voice, the dental assistant should encourage the patient to relax completely, with the arms hanging at the sides of the dental chair. Soon the neck and mandible droop. The mylohyoid muscle, making up the floor of the mouth, becomes limp. Saliva flows normally and the mouth is no longer dry. Such a patient is extremely receptive to the coming x-ray procedure and rarely complains that film packets cut the floor of the mouth.

Once the film packets are exposed, it is desirable that the films be processed while the patient is in the chair. If the doctor decides that retakes or additional views are required, these views may then be taken without reappointing the patient. Under such circumstances, the den-

<sup>1</sup> Richards, A. G., et al. *X-ray protection in the dental office*. J.A.D.A. 56: 514, April, 1958.

tal assistant simply informs the patient that the doctor needs additional projections for diagnosis. The assistant must never discuss the interpretation of the radiographs with the patient.

Good darkroom housekeeping is reflected in both the diagnostic and keeping qualities of the radiographs. The following points are essential in obtaining maximum quality radiographs:

1. In the average dental office, processing solutions must be changed monthly.
2. To eliminate possible fogging of the film, processing should be done in complete darkness. *There is "no safe safelight."*
3. Films should be developed by the time-temperature method. Sight developing produces poor, inconsistent results.
4. The films should be thoroughly washed following both development and fixation.

5. A fixation period of 20 minutes is mandatory to avoid ultimate deterioration of the emulsion.

The radiographs must be accurately mounted if they are to be effectively utilized by the doctor for diagnosis and patient education. In preparation for mounting the radiographs, it is helpful to arrange them in proper order on a illuminator that lies flat. Such a procedure assures accurate mounting of the radiographs with a minimum of handling.

The mounted radiographs are identified with the patient's name and date of radiography. In properly filing the radiographs, the dental assistant completes the final step in her phase of the radiographic service.

Certain facets of the role of the dental assistant in radiography have been discussed. Particular emphasis has been placed upon the widening range of the dental assistant's responsibilities in radiography.

## Building Better Public Relations

*Ed. note: (This article was clipped from the Ocean County Citizen, December 4, 1958 edition, a Lakewood, New Jersey newspaper. It was written by Chet Beaman for his column "Round About Town". Congratulations to Virginia Hoffman, 1958 Chairman of the A.D.A.A. Public Relations Committee, for this compliment about her work on this manual.)*

Attention, all you gals who handle publicity for your organizations! We have just come across a guide to better preparation of copy for newspapers, and we thought you might be interested. You should be. It was prepared by Virginia Hoffman, chairman of the public relations committee of the American Dental Assistants Association, and is one of the best manuals on the subject that has come to my attention. It is almost as

good as a little booklet put out years ago nationally by the Presbyterian Church. A daily newspaper of which we were the city editor once purchased hundreds of these booklets and sent them to all organizations but in late years we haven't been able to find a copy of one. Well, anyway, here's the manual prepared by the dental assistant's group under the title, "Building Better Public Relations":

"Publicity is not to be measured by mileage, but by interest and attention value. So, one must remember that the story she is preparing, though of great interest to her, is nevertheless in competition with other news when it reaches the editor's desk. News is something of interest to people today. News is relative, depending on the interpretation by the editor of the relative degree of interest

commanded by the competing events of the day or, in case of a weekly, the events of the week. News is not what interests the sender, or her boss or associates. It is what interests the public. Of this the editor is the judge, a trained judge, and invariably an expert one.

"Here are some basic ways to make news: Conduct a poll or survey, issue a report, arrange for a testimonial, form and announce the names of a committee or committees, bring a celebrity from elsewhere, appear before public bodies, stage a special event, adapt national reports and surveys locally, tie into a well known 'week' or 'day', hold an election, announce an appointment, celebrate an anniversary, adopt a program of work, make a trip, make an award, hold a contest, entertain, organize a tour. When is it news? When it is new, when it is novel, when it relates to famous persons, when it involves conflict, when it involves mystery, when it pertains to the future, when it is directly important to great numbers of people and, last but not least, when it is considered confidential. Every news release should be directed to the editor's desk unless it is more directly related to one of the departments.

"There is no need to write headlines. The editor wants to write his own. It is most important that all mechanical details which may increase the readability of the story, in addition to its intrinsic value, be taken into consideration. Following are the standard rules for typed releases: (1) Use standard size white paper (2) Type clearly, double space and use only one side of the paper (3) Type release date in upper right hand corner of first page (4) Type name of association, name, address and phone number of person sending the release in upper left hand corner of the first page (5) The copy should begin about one third from top of the page and have at least an inch margin on both sides and bottom

(6) Number all pages consecutively (7) Each paragraph should be self-contained and no paragraph should be carried over from one page to another.

"(8) If there is more than one page, the word 'more' should be placed at the bottom of the page before continuing. The finish should be indicated by the mark 'xxx.' (9) Fold the release so that the copy shows on the outside (10) Do not send duplicate copies to competing newspapers. If there is more than one newspaper, write a separate release for each. (11) If the story is exclusive for a certain newspaper, so indicate in the upper right hand corner. (12) Do not editorialize." Let us interrupt here to state that a lot of these rules are not too important, and are apparently not listed in order of their importance. And we'll let you into a little secret: professional newspaperman themselves don't observe all these rules. But, please make note of those rules that are important, and we list them, though not necessarily in order of importance: Rules 2, 3, 4, 5, 6, and 12. And, to conclude:

"Do not be a spacegrabber. Each article is competing with other publicity and other unorganized news for a place in print. Each story must pass a merit test, and the great majority will have to be cut down materially or thrown away. We must remember that the public buys the paper to be informed, amused and thrilled. If it is handed yardage of stuff which is of interest only to a small group, the public loses confidence in the paper which carries out such a policy. The editor is a trained man who knows the reader-interest value of any notice. He is a better judge than is the person who submits such a notice. If the notice has news value, he will print it." We thank you, Miss Hoffman, from the bottom of our heart, and conclude, "Yes, Virginia, there is a Santa Claus after all for harrassed newspaper people."

# The Hygienist and Office Teamwork\*

By JANIS HAWLY, D. H.  
Manhattan Beach, California

What part can the hygienist play in the dental team? How can she be integrated? Will patients accept the services of a hygienist?

In our dental team, the dentist is the captain, in the position of pitcher. The assistant, secretary, and hygienist are the 1st, 2nd and 3rd basemen; additional personnel could be shortstop or catcher. Each player on the team is interdependent upon the actions and reactions of each of the other members of the team.

Even as a team in sports has a goal of making points — so the goal of the dental team is to win and keep the confidence of the patient. This confidence is gained when the patient realizes that the dental team is working towards the goal of better patient health.

The success of the team depends upon the integration of each individual position to the whole. In a dental office, services and efforts are extended to the patient. The patient is *most* important, for without the patient we would all be looking for new professions.

As pitcher, the dentist sets the pace and calls the plays. It is necessary for each auxiliary person in the office to understand the scope of her duties and her relationship in the picture as a whole.

The dentist must devote as many productive hours as possible at the chair with the patient. The dentist is the only member of the team who can diagnose. The dentist is the only member of the team who can prepare a tooth for a restoration, install necessary restorations, or

remove teeth. The dentist should spend as much time as possible at the chair doing restorative dentistry — doing the work that only he can do.

The dental secretary and dental assistant have many varied responsibilities in the office. Generally, the secretary handles the maintenance of all files and records in the office, outlines financial arrangements, answers the phone, and has charge of the appointment book. Generally, the assistant helps the dentist at the chair, being a third and fourth hand to him, and takes and develops x-rays.

The employment of auxiliary help allows the dentist to do as much productive dentistry as possible. He should never answer the phone, nor make appointments — but should only do the work that he alone can do.

With the growth of a practice, it becomes apparent that the dentist is spending time in a maintenance and educational phase of dentistry — that of prophylaxis and patient education. When a dentist is performing twenty-five prophylaxes a month he should bring in another member of his team — the dental hygienist. When the dentist brings the hygienist into the team he is making available to his patients more productive hours and days of operative dentistry that only he can do.

In practice management courses we learn that the fee for dentist's chair time should be a minimum of \$30.00 per hour. At this rate if a dentist spends half an hour performing a "cleaning" the fee should be \$15.00 — if he polishes for 15 minutes the fee must be \$8.00. With the hygienist performing this maintenance, educational phase of dentistry,

\*Reprinted from *Journal Southern California Dental Assistants Association* Vol. XVIII, No. 1, January, 1959.



the dentist is freed for productive restorative dentistry. The office production is increased by the hygienist. As a part of the team the hygienist is a producer. This results in additional office income. She performs a service for the patient which most dentists dislike and prefer not to do. It is imperative that the hygienist produce — the more time she spends at the chair the greater the efficiency in the office and the greater the income for the office.

The hygienist's role in mechanically removing deposits and stains from the teeth is of little or no value to the patient or the dentist unless the patient is educated. She must render a complete preventive service. The hygienist emphasizes the value of regular preventive dentistry; the importance of good home care; the importance of nutrition and diet, and its relationship to dental and physical health; the hygienist answers many questions for the patient according to the policy of the dentist.

A hygienist constantly "sells" her dentist and his dentistry to the patient. She is a real practice builder. During a recall appointment she can point out the need for a bridge or other delayed treatment. According to the policy of the dentist she will inform the patient regarding frequency of dental x-rays. The hygienist, through demonstration, teaches the patient individualized home care. A patient who is educated to the importance of good home care, the need for regular professional maintenance and check-up appointments will demand regular recall.

The recall patient is the basis for a sound practice. By regular reappointments for positive dental health, we maintain current patients who by their confidence refer new patients to the dental team. Many, many patients are lost to a practice because of a lax or non-existent recall system. The recall is the life blood of a practice and must be constantly maintained.

The question arises as to who should

maintain the recall system. The only time the dentist is bringing income into the office is when he is producing at the chair. The only time the hygienist is bringing income into the office is when she is producing at the chair. Her greatest value to our office team is in performing actual mouth maintenance and patient education. The hygienist should establish the recall with the patient, and the secretary and hygienist cooperate in the method of recall.

In some states, a hygienist is a combination assistant-hygienist. The reason given for this combination is so that more dentists can hire a hygienist, and avail their practices of her service. This is diluting the potential of a hygienist! Her full potential is productive chair time. If she is required to assist the dentist, answer the telephone, and scale teeth, she will be doing three jobs half-well. She might be scaling the upper left second bicuspid, or almost have the patient convinced of the necessity of a spare denture when the phone rings.

The ultimate in utilization of a hygienist is full time in one office. It takes cooperative hard work on the part of every member of the team to reach this goal. In a young practice, a hygienist will be required one day a week. With patient education and effective recall procedure this grows eventually to three or four days a week. Any active practice should have a hygienist three or four days a week.

At this time, we should indicate that when needed the hygienist should aid the other members of the team in any way possible. By helping each other we in fact become a team. As in a family, misunderstandings will occur between members of our team. These problems must be aired and resolved before they grow. Staff members are essential for effective teamwork. The dentist as captain must call the plays and each member fills the assigned position to the utmost. The members of the team bring ideas and suggestions to the staff meet-

ings, and it is the dentist who makes the decisions and defines the role of each member on the team. Through staff meetings at regularly scheduled times, duties and procedures can be discussed; problems can be solved and the value of teamwork and cooperation can be reaffirmed.

It is not within the scope of this paper to discuss remuneration of the hygienist. Whether she is paid a salary or commission is determined by the dentist. She is paid only so long as she is an asset to the practice. The hygienist has a place in every dental practice. Some opinion has been expressed that only the "elite" practice has a hygienist. This is not true. The "bread and butter" practices find the services of a hygienist indispensable.

In summary, we have seven areas in which the hygienist can develop so that she may serve the office team:

- 1) The hygienist can perform oral prophylaxis, by scaling and polishing the teeth.

- 2) She can do preliminary charting of caries, defects, periodontal pockets, both from oral examination and from x-rays, thus saving additional time for the dentist. (The hygienist charts, she does not diagnose.)

- 3) She can educate the patient to the importance of proper home oral hygiene and mouth care.

- 4) She can educate to the importance of good dentistry and establish the value of regular periodical dental care, thus establishing the recall. She must have

a personal, positive interest in the individual patient. She must establish with the patient why a two or three month recall is indicated. Agreement as to the month of recall must be made between patient and hygienist before patient is dismissed. Thus, when the secretary contacts the patient, the positive agreement has already been made, and the patient is prepared to be recalled.

- 5) She can discuss general systematic health and importance of regular medical check-ups.

- 6) She can, according to the wishes of the dentist, discuss nutrition, diet, vitamins, x-rays, fluoridation, etc.

- 7) She can answer many routine questions, and complaints of the patient without causing the dentist to lose valuable chair time. The hygienist can make notes for the dentist and secretary regarding any complaint or comment, or desire for a specific service.

Through teamwork and staff meetings a general office procedure is developed. Proper integration and utilization of the hygienist in the office can aid in building a mature dental practice with educated, receptive patients. The hygienist adds more productive hours, and thus more income to the practice.

A team is of no value if it does not pull together. Each person in the dental office has a position. The individual is subordinate to the whole. Through evaluation and constant re-evaluation the team closes ranks and heads toward the goal of better dental health through a mature dental practice.

## In Memoriam

Betty Pappas, a member of the Stark County Dental Assistants Society (Ohio) for two years and Dental Assistant to Dr. R. V. Gardner of Canton, passed away May 14, 1959. Betty will be missed very much and sincere sympathy is extended to her family and Dr. Gardner in their loss.

JOANNE L. MERRILL, Sec'y.  
Stark County Dental Assistants  
Association



## Looking Forward

By FRANCES FOX\*

The very beginnings of our nation was born of vision and the "forward look". Its development, its progress, its strength and its achievements depend on each generation. Progress is here to stay, but not in one place. It is ever advancing. Webster's dictionary has many definitions for this seven letter word "forward", but I would like to give you my definition and how it could and should apply to our Local, State and National Association. First, we know that before we can "advance forward" we must have a desire and as dental assistants it is our duty to become interested in dental affairs; to know something more than bookkeeping, collections and chair-side assisting. Know and be conscious of our missions.

We have many opportunities to use our knowledge and skill, but I'm wondering how many of us are really acquiring wisdom from all this knowledge. How many of us are "sowing seeds of culture?" It takes only a little new knowledge each day to stimulate a fresh, healthy outlook and insure the staying powers of our thinking, but we must make the effort.

It is not up to certain individuals to carry on. If our Association is to succeed, every one of us must take some

mental vitamins to obtain a sound "forward look". What is your attitude? Are you ready and willing to take on more responsibility? Cooperation with and consideration of our fellowmen will aid in building healthy minds. Last, but far from least, faith in God and faith in our 9,363 members. Lacking faith, we have no love of mankind or faith in ourselves.

With perseverance may we move forward in the confidence that as individuals and as members we have a contribution to make. May our Societies take seriously and consistently those things which bestow a feeling of well being to ourselves, our employers, our community and our nation.

Therefore, it is only if we have the desire, the faith, cooperation and willingness, through persistence and perseverance, that we shall fulfill our specific obligation to promote the aims and purposes of our Association and further the interest and needs of Dental Assisting everywhere and continue to advance forward.

\*President of the Louisiana Dental Assistants Association address presented at the nineteenth annual meeting of the Louisiana Dental Assistants Association, Shreveport, April 2, 1959.

## Cigarette-Iquette

*Ed Note: This is the last of the series of three articles on manners and etiquette. Hope you enjoyed them.*

America may have given the world tobacco, but we haven't exactly stinted on ourselves. Over 1,396,000,000 pounds of the stuff were consumed in 1957 by well over 60,000,000 Americans.

Averaging the sometime smoker with

the chain gang, those trying to taper off with those going full steam ahead, the mild-filter-tippers with the puffers of pungent cigars, it still adds up to an awful lot of smoke.

Much of it is blowing the wrong way. It's surprising how many people who consider themselves the epitome of politeness are guilty of bad smoking manners.

If you're a smoker, you owe it to yourself and your friends to take these tips filtered from *Modern Manners: Etiquette for All Occasions*. You don't smoke? Then read this checklist in the interest of self-preservation, and pass it along to your smoke-breathing friends.

*Should a woman smoke on the street?* She won't if she values male opinion, overwhelmingly against the practice. Unfair? Maybe. But that's the way the boys feel.

*May a man smoke when escorting a woman on the street?* No. It's unmanly. (Sauce-for-the-goose department).

*Does a man throw a lighted cigarette away when he meets a woman acquaintance on the street?* Yes, if he stops to talk. If he merely tips his hat and continues on, it's not necessary.

*If you're a guest in someone's home and there are no ash trays around, what do you do?* Your host either doesn't approve of smoking or prefers not to have it done in the home. Take the hint. Don't even ask if you may. Just don't.

*If you're dining at a friend's home, and ash trays are placed on the table, is it permissible to smoke between courses?* No. Wait till the meal is over. Even if some guests are already smoking, they shouldn't be. Some hosts don't like smoke blowing around when they're eating, and are just too polite to say so.

*Do you smoke your own cigarette if offered others in the home of friends?* You'll be rude if you do. Even if it's a brand you dislike, accept the hospitality offered and keep your own in your pocket.

*Do the same rules hold true for the cigar or pipe smoker as for the cigarette smoker?* Yes! For them the rules are even stronger (as is the smoke). A cigar should never be smoked during a meal, never chewed or clamped between the teeth while you talk. Cigar puffers

and pipe smokers should ask permission before lighting up in the homes of friends. Your ambrosial blend may smell like burning rubber to others.

You'll burn people up while failing to set your world on fire if you're persistently guilty of these smoking sins:

Showing a disregard for the non-smoker. Unforgivable. Don't blow smoke in his direction — or anyone else's.

Talking with a cigarette drooping from the mouth. Appropriate only in gangster films, this habit is rude and unsightly anywhere else. The cigarette should never be between the lips except when you're actually taking a puff.

Tamping out a cigarette on anything other than an ash tray — hoggish. Used tumblers, coffee cups, or plates, decorated with stubs and ashes, are a sickening sight.

Scattering ashes over yourself, your chair, the carpet.

Not chaperoning your cigarette — just letting it go out on its own. This highly dangerous practice can and has caused fire and death. At the very least it results in charred furniture and incensed hosts.

Balancing a cigarette on the side of an ash tray, or placing it on the edge of the table. Quite dangerous.

Smoking while dancing — the worst possible exhibition of "no" manners. It can be disastrous should the cigarette brush against a filmy gown.

While not always a breach of manners, lighting one cigarette after another is never the gracious gesture. Heavy smoking is unattractive to watch.

In short: watch your smoking manners, don't smoke too much, and people will begin to notice that there's something refreshing about you. In fact, they may even tell you that you're just like a breath of fresh air!

—Received through courtesy of Precis.

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# The Dental Assistant In the Pedodontic Practice

By WM. E. ALLEN, D. D. S.\*

It has been reported by many qualified observers that if dentistry is to keep pace with the increase in population, a greater utilization of the available dental manpower must be accomplished. One of the most important ways to free the dentist and allow him to use his particular skills and talents is by the use of well-trained auxiliary personnel. Nowhere in the practice of dentistry is the dental assistant more valuable than in a practice devoted entirely to children.

Although the remarks which follow will primarily be concerned with the dental assistant in a pedodontic practice, I hope that the information will be appropriate for any office treating the child patient.

What are some of the qualities we look for in our dental assistants? First, they must be healthy — good physical health is an important quality when the assistant is constantly exposed to every disease — from the "sniffles" to chicken pox to mumps. Secondly, neatness in personal hygiene, dress and manner. Children are impressed by neat and attractive people. (Colored uniforms are also helpful.) Her personality must be pleasant and soft spoken and she will need a sense of humor. The dental assistant must like children and be able to communicate with various age groups at their own level. Also, she must like to keep busy and not shy away from work (particularly housekeeping duties). Children not only require more "cleaning up after," but they keep you busy all day.

Having stated briefly these qualities

we desire in our assistants, just why is our dental assistant so important? The answer lies partially in that she is usually our patient's first contact with the office. When the telephone rings, the assistant answering represents the office, the doctor and herself. A pleasant voice and a sympathetic ear must be developed. It is important that the mother calling for an appointment sense the concern that this particular office has for children. A pleasant conversation at this initial contact will bring the parent and the child to the office in a pleasant frame of mind.

When the patient arrives at the dental office, again it is our assistant who greets them. It is important to greet the child first, for example, "Good morning, Tommy, — Good morning, Mrs. Smith — we have been looking forward to meeting you." These simple words can make the child feel important.

The office must reflect the thought that this is a place where children are welcome. Here again our assistant can be a great help in keeping the children's books in good repair and in the selection of books for all age levels — any public librarian will be glad to assist you in the selection of some of the children's classics. Comic books, in my opinion, should be selected carefully, and should not be substitutes for good children's books. The assistant can also see that the magazines for parents are well organized, new issues, and of sufficient variety to interest everyone.

When it is time for Tommy's appointment, it is the assistant who brings Tommy from the reception room to the operatory. The assistant must be well coached in her choice of words — for

\*Practice limited to Pedodontics  
700 E. Walnut Street  
Pasadena, California

example, "Tommy, would you like to come in now?" — will most often evoke a negative response. The better example is "Tommy, it is your turn now — please come with me." This is a positive approach — the child is not given a choice and will generally respond to this statement of fact.

Our assistant now escorts Tommy to the operatory and calls the doctor to meet him. She then proceeds with the taking of radiographs, after which the doctor will return to clean the child's teeth. The operatory room assistant also is responsible for toothbrush instructions to all patients. At this time she demonstrates the desired brushing technique with a new toothbrush for the child.

In the meantime the assistant performing the secretarial duties will have an opportunity to make out a record card and history for the patient. This gives her the opportunity to get acquainted with the family. An assistant who shows a genuine concern for a family can prepare the patient for the type of treatment to be rendered in the office. Our secretary-assistant informs the parent about their child's first visit to the office, stressing the importance of prophylaxis and X-ray examination. Her main duty, however, is prevention, as she is responsible for interpreting the diet charts and literature which she will give the parent. In this way, this assistant will save the dentist time and help the parent organize the questions they will want to ask the dentist about their children.

When the child returns for the actual work appointment, it is important that the operatory assistant prepare the necessary equipment for each operatory procedure in advance. In pedodontics, efficiency, alertness and the facility to move quickly are most important. If the child patient senses indecision on the part of the operator or assistant, he may become a management problem. Advance preparation will allow orderly procedure and speed of operation to

prevent the child from becoming overtired.

In addition to chair assisting, our operatory room assistant also is in charge of ordering supplies, maintaining an inventory list, pouring models and fabricating space maintainers. One of her most important duties, however, is care of the office area and equipment. Proper sterilization and cleanliness are vital to a successful office procedure for children.

At the second visit, our secretary-assistant also has several duties to perform. Our secretary presents the fee and arranges for payment. Arranging a good appointment schedule for work to be done and scheduling the child patient for a recall appointment is accomplished at this time. Other responsibilities of our secretary-assistant include thank-you notes, billing, posting ledgers and answering the telephone.

In regards to telephone conversation, an alert secretary can save the dentist many productive hours by screening his 'phone calls.

Dentists who work for children are keenly aware of the part the dental assistant plays in providing a pleasant atmosphere for the child patient. The dental assistant also allows the dentist to devote his full energies and talents to the treatment of the child; and we can be assured that they make his day easier and more productive.

Any assistant who desires to work in pedodontics will certainly find herself engaged in a busy type of practice, but the joy of working with and for children, and the knowledge that these children are becoming educated to dentistry, is just compensation.

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A needle threader can be used in the removal of debris in cleaning bridges. Thread with dental floss.

\* \* \*

Keep control of your emotions when assisting at the chair. Do not show fright, indecision or disgust.

## Attention: Progressive Dental Assistants

\*DENTAL ABSTRACTS, the monthly abstract journal published by the American Dental Association, is a capsule, up-to-the-minute source of information which will keep the dental assistant and her doctor informed of advances made in dentistry throughout the world.

For example, coming issues will contain:

An abstract of a study on the use of a mirror as an aid in toothbrushing.

A report on how to control the patient's salivary flow.

A helpful article on the handling of stannous fluoride.

A report on how the dentist can demonstrate to patients the sites of the micro-organisms in the mouth by using a disclosing solution such as basic fuchsin, with instructions on how to prepare

*\*Release from the American Dental Association.*

the disclosing stain.

A study on the proportioning of dental amalgam.

A listing of protective measures to be followed in dental roentgenography.

An article on how the dentist and his assistant can win the patient's good will.

If, after reading the abstract, you wish to refer to the original article for more complete information, it can be obtained through the Bureau of Library and Indexing Service of the Association.

By reading DENTAL ABSTRACTS each month, you can keep yourself and your doctor informed of the rapid advances occurring in your profession which will enable you to improve your practice and your services to your community.

A year's subscription is \$8.00 in the United States. Write to American Dental Association, Subscription Department, 222 East Superior Street, Chicago 11, Illinois.

### BOOK REVIEW

**CLINICAL DENTAL HYGIENE**, Edited by Shailer Peterson, B. A., M. A., Ph. D. 348 pages with 161 figures, 10 tables, Glossary, Index. Price \$6.75. St. Louis, C. V. Mosby Company, 1959.

This book provides dental hygiene students with a textbook designed to assist them in acquiring the knowledge and skill required of them in their work as effective members of the dental health team. The editor and contributors present twelve chapters of instructional material to be applied in conjunction with the general education and basic science courses in the dental hygienist's curriculum.

Each chapter contains at the close suggested reading, references and a set of review questions. Beginning with the scope of dental hygiene, current trends and philosophies, the first five chapters include the technics of the oral prophylaxis, deposits on the teeth and toothbrushing technics. The remaining seven

chapters are devoted to instruments and chairside assisting, dental materials, roentgenology, sterilization, appointment procedures, and a chapter on the hygienists' responsibility in preventive dentistry.

In addition to the beneficent influence the text may have in dental and dental hygiene education, in the reviewer's opinion, this contribution to dental literature is not only a text for the dental hygiene student, but may serve as a reference for the dental hygienist in practice. The book is recommended for the dental assistant who wishes to increase her skill and knowledge. The dental assistant will find the chapters on dental materials, roentgenology, and sterilization of particular interest. The first two chapters will serve to develop an appreciation and understanding of the scope of the dental hygienist and her important place on the dental health team. The more each member of a team understands the work of his teammates, the more effective each play becomes. — L. KRYGER

# Editorials

## SAY IT WITH PRIDE

By: CLAIRE WILLIAMSON, *Contributing Editor*

"What kind of work do you do?" That question is asked most of us quite often. How do you answer? I've heard so many assistants apologetically say, "I'm just a dental assistant," that I think it is time to look at being "just a dental assistant."

I can think of no vocation that develops as many phases of your life as does dental assisting. Your mind is developed. If you have been a dental assistant for any length of time you should have a lot of knowledge about dentistry that is essential for your job — but that is "Greek" to the average person outside of dentistry. Take pride in this knowledge and use it to help your doctor and your patients.

Dental assisting develops certain technical abilities. You have learned to do with ease and confidence many things that, to the patient watching you perform them, are most complicated and amazing. Take pride in what you do. Notice the admiration with which a patient, particularly a child, watches you as you go about your duties.

Your vocation should develop in you a keen understanding of people and an ability to work in harmony with the patients and your doctor. Few vocations demand more in the line of patience and understanding than dental assisting. If you have learned to keep patients happy and satisfied about having good dental services performed for them and paying a commensurate fee for the same, you can "pat yourself on the back." The job of keeping people happy is one that everyone cannot do — but which a good dental assistant must do.

A good dental assistant is a good housekeeper. You should feel as much pride in your clean and shining office as you do in your clean and shining home.

Another thing in which you can — and should — take pride is your dental assistants organization. The ADAA has made much progress and it is made as we all work together through our local, state and national organizations. If you do not "belong to," "attend the meetings of" and "work for" the organizations for dental assistants you are missing your greatest opportunity to find real and justifiable pride in dental assisting. As you meet other assistants, hear educational programs and learn more of the work of our organizations you get to know more of the important role we, as assistants, have in modern dentistry, and to take pride in it.

Please study yourself and your role as a dental assistant. If you honestly can't find pride in it one of two things is wrong. Either you aren't doing a good job of assisting or you don't like it. In either case you should get out of dental assisting. No person should be a dental assistant unless she can hold up her head, look people in the eye and say, "I'm a dental assistant" — and SAY IT WITH PRIDE!



## TO BE OR NOT TO BE—CERTIFIED

By: MARY FAITH MANYAK, *Contributing Editor*

### DID YOU SAY . . .

1. "You are getting along okay as you are — uncertified"
  - A. Unawares, you may be a Susie Slack. Certification gives you new inspiration!
2. "Certification is for the birds — for the glamour girls."
  - A. It is for every dental assistant. How about trying to acquire a little glamour before someone else gets your job!
3. "You have been a dental assistant for some time and you know all the angles."
  - A. Complacency dims the vision and perhaps you can't see the forest for the trees.
4. "You are indifferent."
  - A. A dreadful disease! Apathy is a loss of incentive. It is retrogression. You do not remain static.
5. "You do not wish to make it a career."
  - A. As long as it is your job, it is a career, and new knowledge may lead to new horizons.
6. "You fear the studying and the examinations."
  - A. The course is helpfully constructive and each student is carefully coached. Fear not!
7. "The certification fee and two years' membership requirement make it prohibitive."
  - A. Where there is a will there is a way. Results equal effort.
8. "The personal cost in time and effort make it too great."
  - A. The returns are greater. Increased efficiency and increased personal value are returns, and you get out of it exactly what you put in it.
9. "It is inconvenient; the classes are too far away."
  - A. Contact your State President or Education Committee Chairman and she will try to arrange for a course near-by.
10. "After all, it is the same old stuff."
  - A. Don't fool yourself, there are new techniques every year.
11. "What is there in it for me?"
  - A. For you — it offers reinvigoration and a whole new way of professional life.
12. "I am not a member — and two years is a long time."
  - A. Join today — time flies. Before you know it — it will be tomorrow and you will be certified.

We say, "YOU CANNOT AFFORD NOT TO BE CERTIFIED."

## SERVICE IS OUR BUSINESS

By ANNA FREY, *Contributing Editor*

"I solemnly pledge that in the practice of my profession I will always be loyal to the welfare of the patients who come under my care, and to the interests of the practitioner whom I serve; I will be just and generous to the members of my profession, aiding them and lending them encouragement to be loyal, to be just, to be generous, to be pure, to be upright, to be observant, to be tactful, to be studious. I hereby pledge to devote my best energies to the service of humanity, in that relationship of life to which I consecrated myself when I elected to become a Dental Assistant."

We are dental assistants by choice; we have taken the pledge to devote our best energies to service, so we must serve. Let us examine our A. D. A. A. Emblem Pin. On it the words, "Education - Efficiency - Loyalty - Service" are inscribed — again a reminder that we must serve.

What is Service?

As applied to dental assisting, it is duty required or performed in the dental office; it is assistance and kindness to others. We must be alert to the every need of the doctor we assist, and to the comforts and needs of the patients who come under our care. Our service in the dental office can be valuable only if we are prepared to serve. To be prepared to serve we must be informed; we must have sufficient knowledge of our duties as assistants to perform them efficiently.

How can we acquire this knowledge?

There are many ways to acquire knowledge to increase our efficiency. In my opinion, the best way is to obtain membership in the local, state and national dental assistants' organization. Attendance at the meetings of these groups provides an opportunity to hear lectures and view clinics that are informative and interesting.

But we need not stop there; we can enroll in one of the A. D. A. A. approved schools for dental assistants, or the 104-hour Extension Study Course or Correspondence Course that the A. D. A. A. has made available to its members. After successful completion of the course, and an examination which is given by the A. D. A. Certification Board, we are issued a certificate which indicates that we have achieved a high level of ability and competence in our chosen field of endeavor. No dental assistant should fail to take advantage of this opportunity to increase the value of her service to humanity, which she performs daily in her role in the profession of dentistry. To do so is an indication of indifference toward her responsibilities, and a lack of interest in her work.

Our opportunities to serve need not stop in the dental office; we should take our place in our community through participation in community projects as well.

Service is our business — let us strive to render it with efficiency and loyalty.

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# Help Yourself

EDITED BY JANET LINDENBERG

Never permit a patient to deliver his own radiographs to another dental office, unless your dentist instructs you to do so. The films are part of your office records, and in the event a patient should attempt to bring suit against the dentist they are his protection.

\* \* \*

Write the letters "N.P." behind the name of a new patient on the appointment book; it saves time looking for records.

\* \* \*

Clip cartoons and humorous items from magazines, paste them in a scrapbook and keep in reception room for the patients.

\* \* \*

Store items that are not used often in inexpensive clear plastic powder cases which are available in dime stores. You can easily find what you are looking for and the plastic cases are much neater looking than paper boxes.

\* \* \*

When calling in a patient on a broken appointment, do not use the word "cancelled"; use instead, "a change of appointment".

\* \* \*

If you have to leave the dark room to answer the phone when you have some of the X-ray films unwrapped but have more to put on the rack before developing, put the rack in the water. Then when you return take the rack out of the water and continue putting the films on the rack to be developed.

\* \* \*

Cabinet and desk drawers that stick

can be made to work smoothly by applying floor wax to the bottom of the drawers and to the tracks.

\* \* \*

When an acid container is stored in a regular cardboard box with a cover the fumes apparently are absorbed by the cardboard and hence, do not escape into the room. After a few months the box will crumble, but it is easy to replace.

\* \* \*

Keep a covered wide neck jar filled with sponges saturated with alcohol for quick use in wiping off handpiece, syringes, light, etc., after each patient.

\* \* \*

Wax the tops of dental cabinet and sterilizer to keep them clean and shiny. This allows for faster dusting and easier mop-up of spilled medicaments and materials without tell-tale dull spots.

\* \* \*

Make a shaker bottle for flux out of an empty amalgam bottle. It pours on the spot you are soldering easier if the holes are made in the lid in a "v".

\* \* \*

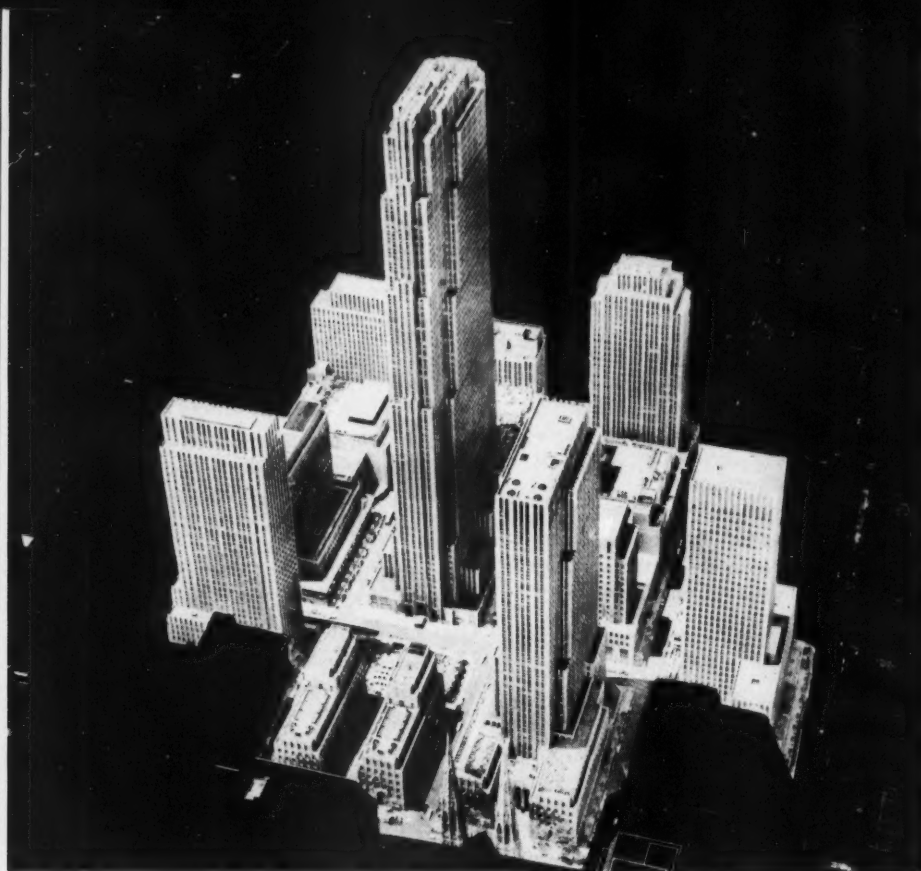
Use an indelible pencil to mark investments before burning out in the furnace and they will be easily read for casting.

\* \* \*

When cleaning plaster bowls, use a vegetable brush which fits the contour of the bowls exactly.

\* \* \*

X-ray film hangers suspended should be spaced at least 1/2 inch apart to insure proper circulation around each film.



BIRDS-EYE VIEW OF 1959 CONVENTION CITY

## *Magic Numbers . . . 9 . . . 14 . . . 19 . . . 59?*

We think so, because the 14th day of the 9th month of the year 1959 marks the date of the official opening of the Centennial Celebration of the American Dental Association in New York City.

In the five days that follow, many people from many lands and of many different races, religions and cultures will be gathered in America's largest city for a meeting that will be perhaps the most significant to date in the history of the A. D. A.

It matters not where these people all come from or the difference in race,

religion or culture, for on this occasion they will be meeting on a common ground for a common purpose — to salute an association that serves a profession of which all there will be a part, and to which each is truly dedicated — the profession of dentistry.

A number of allied groups will hold meetings that week in New York. Among them will be the American Dental Assistants Association, which will be holding its 35th annual session. Although a youngster compared to the A. D. A., its members will be no less enthusiastic

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about their reasons for being there — no less interested in the education, business, scientific and entertainment features of their program than the members of the A. D. A. will be. Their primary reason for being there will be the same as that of their dentist employers — a sincere interest in, and dedication to, a profession of which they are a part — the dental profession.

Each day brings more and more news — speakers of distinction will appear on the ADAA educational programs (check carefully this issue for names of some of these), and each bit of information from the hostess society reveals the careful and extensive planning that is being done on all phases of the program to make it the best ever.

New York City is an ideal place for the site of this big "dental celebration". It is a city thoroughly experienced in entertaining; it plays host to 14 million visitors annually. It is adequate in every respect: meeting places, hotels, restaurants and about anything else you care to name. Its numerous hotels are among the finest in the world; obtaining comfortable and convenient reservations should present no problem.

There are eight million people living in the New York area, and they are people of all races, creeds and cultures, too. Many of the natives will be quite aware of the presence of the some 20,000 visitors who are expected to be in their city that week in September, but you can be sure they will be going about their business in their usual, hurried fashion. You can be reasonably sure, too, that the hotels, dining and entertainment establishments will be quite well prepared to offer top-notch service to the folks from the "dental world" who visit them that week. Natives and visitors will jostle good-naturedly together in stores, subway trains, restaurants, nite spots and in and out the doors of the many huge piles of brick, which are known to the "out of towners" as skyscrapers. This

superconcentration of people, buildings, art, commerce, sport, entertainment and finance is New York City.

Like their dentist employers, dental assistants will, in the hours free from business and scientific sessions, be interested in seeing the sights and places of interest that the city has to offer its visitors. Graduate dental assistants from the west, from California, from the midwestern state of Indiana, from the southwestern state of Texas, from the deep southern state of Georgia and many other places will surely be seen strolling along famed Fifth Avenue and Broadway during that week. They will be seen at the tip-top of the Empire State Building getting a look at Manhattan Island below; they will be visiting the theaters to see the latest Broadway hits and dancing at the famous nite spots. They will be mingling with the crowds at Times Square, which every evening explodes into neon frenzy, and seeing many other places they have wanted to see for a long, long time.

No assistant will want to miss this opportunity to attend an important meeting which will provide the utmost in educational features and, in addition, offer so many other interesting and exciting experiences. Make your reservations now — and join the happy throng in New York City.

## ATTRACTIVE OFFER TO NEW DENTAL ASSISTANTS

SEE ARTICLE V. SECTION I *DUES*  
A. D. A. A. BY-LAWS

"c" Dental Assistants who have never held previous membership, accepted for Active Membership after July 1 of any year, shall pay one-half ( $\frac{1}{2}$ ) of the current year's dues.

Remember this special classification applies only to the dental assistants *who have never held any previous type of membership in the A. D. A. A.*

## CONDENSED SCHEDULE OF EVENTS A.D.A.A. 35TH ANNUAL CONVENTION

### FRIDAY, SEPTEMBER 11, 1959

- Morning - 9:00 Board & Finance Committee Meeting
- Afternoon - 2:00 ADA Certification Board Meeting — Boston Room

### SATURDAY, SEPTEMBER 12, 1959

- Morning - 9:00 Board of Trustees Meeting — Hartford Room
- 9:00 ADA Certification Board Meeting — Boston Room
- Afternoon - 4:00 to 9:00 Registration — Mezzanine (West End)
- Evening - 7:00 Board of Trustees Annual Dinner

### SUNDAY, SEPTEMBER 13, 1959

- Morning - 9:00 Board of Trustees Meeting — Hartford Room
- 9:00 ADA Certification Board Meeting — Boston Room
- 9:00 to 4:00 Registration — Mezzanine (West End)
- Afternoon - 4:30 to 6:30 "The Empire Tea" — Gold Ballroom

### MONDAY, SEPTEMBER 14, 1959

- Morning - 8 to 9:00 Registration — Mezzanine (West End)
- 9:00 General Meeting — Penn Top
- 11:30 to 12:30 Registration — Mezzanine (West End)
- Afternoon - 1:00 First House of Delegates Meeting — Penn Top
- 3:15 to 5:00 ADAA Clinics — Skytop
- Evening - 7:00 "Coral Jade Banquet" — Grand Ballroom

### TUESDAY, SEPTEMBER 15, 1959

- Morning - 8:00 to 9:00 Registration — Mezzanine (West End)
- 9:00 Educational Meeting — Penn Top
- 11:00 to 12:00 Registration — LAST TIME FOR DELEGATES TO REGISTER TO BE ELIGIBLE FOR BALLOTING WEDNESDAY — Mezzanine (West End)
- Afternoon - 1:00 Second House of Delegates Meeting — Penn Top
- Evening - Entertainment courtesy of ADA

### WEDNESDAY, SEPTEMBER 16, 1959

- Morning - 8:00 to 9:00 Registration — Mezzanine (West End)
- 9:00 Conference for Component Officers — Penn Top
- 11:00 - 11:15 Balloting — Board of Trustees — Schuyler Room
- 11:15 - 11:45 Balloting — States A through M — Schuyler Room
- 11:45 - 12:15 Balloting — States N through W — Schuyler Room
- 11:15 - 11:45 Balloting — States A through M — Schuyler Room
- 11:00 - 1:00 ADA Certification Board AT HOME to members with any questions — Boston Room
- 11:30 Board of Trustees Meeting — Hartford Room
- Afternoon - 2:00 to 4:00 ADA and ADAA Clinics — New York Coliseum
- 3:00 to 4:00 Registration — Mezzanine
- 4:00 Third House of Delegates Meeting — Penn Top
- Evening - Open for Individual Entertainment

### THURSDAY, SEPTEMBER 17, 1959

- Morning - 9:00 Fourth House of Delegates Meeting — Penn Top
- Presentation of Trophies and Awards
- Installation of Officers
- Afternoon - 1:00 Board of Trustees Meeting — Retiring and Newly Elected Officers — Hartford Room
- 2:00 ADAA Trustees Conference — Hartford Room
- 2:00 ADA Certification Board Annual Meeting — Boston Room

All meetings and Official Entertainment will be held in the Statler-Hilton Hotel.

## PLANNING A TOUR IN CONNECTION WITH THE A. D. A. CENTENNIAL MEETING?

The Carrick Travel Bureau can offer the following tours:

- 1: A 7 day trip to Bermuda via Pan American Airways with accommodations at one of the best hotels. Approximate cost ..... \$150.00
- 2: A 6 day Live-aboard cruise on the world famous Cruise-Ship "QUEEN OF BERMUDA" ..... \$153.00 up
- 3: A deluxe 12 day cruise on the new "SANTA ROSA" of the Grace Line to Venezuela, Curacao, Jamaica, Nassau and Port Everglades, Florida ..... \$465.00 up

Special rates for the girls are available in groups. If A. D. A. members are interested write to:

C. W. Carrick, D. D. S.  
Oberlin Bank Bldg.  
Oberlin, Ohio

## *The Orchid Corner*

In this issue we place the names of two members, Virginia Hoffman of Pittsburgh, Pennsylvania, and Ruby Clemens of San Gabriel, California, in our new column, "The Orchid Corner".

An article clipped from a Lakewood, New Jersey, newspaper, "Ocean County Citizen", which gives recognition to Virginia for a brochure she prepared last year for the A. D. A. A. Public Relations Committee, appears in this issue on (page 6).

At the annual A. D. A. A. Meeting in Dallas, Texas, November 1958, Ruby Clemens presented an excellent table clinic, "Guideposts for the New Dental Assistant". The editor of your Journal was impressed by the oral and written presentation, and published the written presentation in the January-February 1959 issue of the Journal. A subscriber, Mr. James Alexander, Director of Sales Training, the S. S. White Dental Manufacturing Company, asked permission to make reprints of it for distribution to

new assistants by his firm's retail salesmen. Permission was granted by the editor and the author, and the following quote is taken from a recent letter from Mr. Alexander to the editor, "The demand for Miss Clemens' article has been outstanding, in fact we have distributed better than 5,000 copies to date."

We feel that the efforts of these two members to offer such outstanding, valuable information and assistance to other assistants is worthy of recognition and rates them a place in "The Orchid Corner".

Ed note: Send us the names of assistants from your area, and a story furnishing proof of outstanding achievement or effort in behalf of the vocation of dental assisting and/or the A. D. A. A., whose names you would like to see in "The Orchid Corner" in future issues. The editorial staff reserves the right to be the judge of the names chosen to appear in each issue.

## SYL SEZ:

Convention excitement is spreading all over the country — we can sense it in New York City as we count the letters and the telephone calls received here.

Speaking of telephone calls; on the evening of June 1st the girls of the Shreveport, Louisiana Society inaugurated a "First" in dental assistant meeting programs by listening in a long distance telephone conversation about New York and the Convention. It was the occasion of the installation of new officers, and a surprise feature was a demonstration of "dial-long-distance-direct-yourself" in conjunction with the Southern Bell Telephone Company, of course. The telephone was connected to two loud speakers and with this reporter on the New York end of the line, Ethel Baxter, the newly-installed President of Shreveport Dental Assistants Society, asked for news of the September Convention program. The answers were heard by all of the twenty-seven members present and we had a friendly, exciting fifteen-minute chat about the Big Doings in the Big Town on the Hudson, that will take place September 13-17. Kay Borum, who was one of the inspired planners of this "First" in bridging the miles between speaker and audience,

spoke to us on the telephone for an exchange of greetings — we closed on a note of happy expectancy for good times together in September . . .

Fanny Cohen, Banquet Chairman, tells this reporter that reservations are coming in for the Banquet on Monday evening, September 14, without checks . . . Gals, without a check, it's no reservation! The hotel holds us to a minimum number of diners for whom we must pay, eat or no . . . S-o-o-o, please include a check for \$15. with each request for a place at the Banquet table.

Last minute reminders:

1. If you have not already done so, make your hotel and other reservations NOW . . . Don't be left at the gate!
2. Bring Travelers checks as there will be no check-cashing facilities.
3. A top coat might come in handy for a cool September evening.
4. Try to come in groups — more fun, less expense.

AND, come early, stay late, make your '59 date the Empire State.

Cheers . . .

Sylvia Danenbaum  
700 W. 175 St.  
N.Y.C. 33, N. Y.

## ***You Will Not Want To Miss Hearing:***

Shalier Peterson, M. A. Ph.D.  
Secretary, A. D. A. Council on Dental Education

Speaking on the Subject "Certification and Education Programs for Dental Assistants"

AND

Dr. Hans Freihofer, Chairman  
Public Dental Health Services  
Commission

Federation Dentaire Internationale  
Zurich, Switzerland

Subject: "Some Aspects of the Dental Manpower Problem with Special Regard to the Role of the Dental Assistant".

Both speakers can be heard by attending the Education Session of the program of the American Dental Assistants Association, New York City, Tuesday, September 15, 1959.

A. D. A. A. HEADQUARTERS:

HOTEL STATLER HILTON

THE DENTAL ASSISTANT





#### ACHIEVEMENT AWARDS TO MICHIGAN SOCIETIES GIVEN AT STATE CONVENTION

Dr. R. J. Kamper of Spring Lake presents the Kamper Education Trophy to Mrs. Robert J. Stephan, second from right, Education Committee Chairman of the winning Grand Rapids Dental Assistants Society, as Mrs. Mira Lindeman, newly elected President of the Michigan Dental Assistants Association, watches approvingly. At right is Mrs. Elsie Howland, President of the Grand Rapids Society, who holds the Membership Trophy won by that group for largest percentage of increase in membership.

## Nominations for Elective A.D.A.A. Officers, Trustees and ADACB Members

### For the Office of PRESIDENT-ELECT:

**LOIS KRYGER.** Dental Assistant—14 years. Member of ADAA—12 years. Certified. Member of Washington State Dental Assistants Association and Seattle District Dental Assistants Society. Offices held in Local: Secretary and President. Offices held in State: Secretary and President. Offices held in ADAA: Ninth District Trustee, 3rd Vice President, 2nd

Vice President, 1st Vice President. Chairman of ADAA Committees: J.A.S. Scholarship Fund (2 terms), Elections (3 years), Representative to Seminar on Dental Auxiliary Personnel of American Academy of Dental Practice Administration. Member of ADAA Committees: Special Committee to compile Committee Rules Pamphlet, Nominating, Education, Public Relations (2 terms).

**For the Office of**

**FIRST VICE PRESIDENT:**

**ALICIA B. KING.** Dental Assistant—18 years. Member of ADAA—13 years. Certified. Member of Pennsylvania Dental Assistants Association and Pittsburgh Dental Assistants Society. Offices held in Local: Vice President and President (2 years). Offices held in State: President (2 years). Helped organize Pennsylvania State. Offices held in ADAA: Third District Trustee, 2nd Vice President. Chairman of ADAA Committees: Program Coordination, Nominating, Resolutions. Representative of ADAA at National Health Conference—Chicago, 1959.

**For the Office of**

**SECOND VICE PRESIDENT:**

**RUTH ASP.** Dental Assistant — 15 years. Member of ADAA — 11 years. Certified. Member of Minnesota Dental Assistants Association and Minneapolis District Dental Assistants Society. Offices held in Local: Secretary. Offices held in State: Vice President and President. Offices held in ADAA: Seventh District Trustee. Chairman of ADAA Committees: Nominating, Clinic and Exhibit (4 years). Resolutions. Member of ADAA Committees: New Publication Committee, Program Coordination, Budget and Finance.

**For the Office of**

**THIRD VICE PRESIDENT:**

**LA VETA LEHN.** Dental Assistant—25 years. Member of ADAA—18 years. Certified. Member of Nebraska Dental Assistants Association. Offices held in State: 1st Vice President and President. Offices held in ADAA: Seventh District Trustee and 3rd Vice President. Chairman of ADAA Committees: Membership, Nominating, Resolutions, and J.A.S. Scholarship Fund. Member of ADAA Committees: Public Relations and Budget Finance.

**For the Office of**

**THIRD VICE PRESIDENT:**

**ALBERTA E. REED.** Dental Assistant — 13 years. Member of ADAA — 13 years. Certified. Member of Ohio State Dental Assistants Association and Stark County Dental Assistants Society. Offices held in Local: President, President-Elect, Vice President, and Treasurer. Offices held in State: President, President-Elect, 2nd Vice President, and Secretary. Offices held in ADAA — none. Chairman of ADAA Committees: By-Laws (2 years). Member of ADAA Committees: Nominating. Editor "Views of the News" (5 years).

**For the Office of**

**GENERAL SECRETARY:**

**CORRINE DUBUC.** Dental Assistant — 20 years. Member of ADAA — 18 years. Certified. Member of Rhode Island Dental Assistants Association. Offices held in State: All Offices. Offices held in ADAA: First District Trustee, Third Vice President, and General Secretary. Chairman of ADAA Committees: J.A.S. Birthday Party, Public Relations, Program Coordination, Chairman of the Certification Board — 2 years, and Contributing Editor of the Journal — 2 years.

**For the Office of TREASURER:**

**HARRIETT DARLING.** Dental Assistant — 28 years. Member of ADAA — 19 years. Certified. Member of South Dakota Dental Assistants Association and Huron Dental Assistants Society. Offices held in Local: All Offices. Offices held in State: All Offices. Offices held in ADAA: Seventh District Trustee, Third Vice President (2 years), General Secretary, and Treasurer (6 years). Chairman of ADAA Committees: Public Relations.

**Proposed Candidates for TRUSTEE**

4th District — **ETHEL BAXTER.** Dental Assistant, 29 years. Member of

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JULY



ADAA, 12 years. Certified member of Louisiana State Dental Assistants Association and Shreveport Dental Assistants Society. Offices held in Local: President, Secretary, Director. Offices held in State: President, Secretary, Director. Chairman of Local Committees: Program, By-laws, Emergency Relief Fund, Membership. Chairman of State Committees: Membership, By-laws, Program, Budget, Examining, Convention Arrangements, Education. ADAA, 4th District Pin Chairman. Number of ADAA Annual Meetings attended: Six. Past Chairman and Past Secretary, Advisory Council, ADACB.

4th District — OLIVE STEINBECK. Dental Assistant, 18 years. Member of ADAA, 12 years. Certified member of Florida State Dental Assistants Association and Miami State Dental Assistants Society. Offices held in Local: President, Kanawha Valley Dental Assistants Society of West Virginia; Treasurer and Recording Secretary, Miami District Dental Assistants Society. Offices held in State: Secretary-Treasurer, President of West Virginia State Association 2 years. Chairman of Local Committees: All Committees of Kanawha Valley D.A.S. Chairman of State Committees: All Committees of West Virginia D.A.A. Member of ADAA Membership and Program Coordination Committees. Editor of Views of the News for The Dental Assistant Journal, 1957-58. Number of ADAA Annual Meetings attended: Four. Served 1 year and 7 months as 5th District Trustee. Was active in Clinic Programs of West Virginia Dental Assistants Association and presented clinic at 1951 ADAA Meeting.

7th District — MERLE ANDREWS. Dental Assistant, 24 years. Member of ADAA, 20 years. Certified member of South Dakota State Dental Assistants Association and Huron Dental Assistants

Society. Offices held in Local: All offices. Offices held in State: All offices. Chairman of Local Committees: Nearly all committees. Chairman of State Committees: Nearly all committees. Chairman of ADAA Committees: Pin Committee, 1 year—Clinics and Exhibits Committee, 2 years. Number of ADAA Annual Meetings attended: Four. Other Meetings attended: Chicago Mid-Winter, Minnesota State and South Dakota State Meetings.

9th District—No candidates.

10th District—No candidates.

11th District—No candidates.

#### For DIRECTOR OF ADA CERTIFICATION BOARD:

LILLIAN ASHCRAFT. Dental Assistant — 15 years. Member of ADAA — 12 years. Certified. Member of West Virginia State Dental Assistants Association and Marion County Dental Assistants Society. Offices held in State: Vice President and President. Chairman of ADAA Committees: Fifth District ADAA Membership Chairman. Chairman of State Education Committee: 2 years. Member of Examining Committee: 5 years. Has completed an ADAA Approved Study Course. Has not served as Active Member or Director of the Certification Board.

MARY FERRISE. Dental Assistant— 11 years. Member of ADAA — 11 years. Certified. Member of Minnesota State Dental Assistants Association and St. Paul Dental Assistants Society. Offices held in Local: 1st Vice President and President. Offices held in State: 1st Vice President and President. Chairman of ADAA Committees: Pin and Membership. Chairman of State Education Committee: 3 years. Member of Examining Committee: 6 times. Has completed an ADAA Approved Study Course. Has not

served as Active Member or Director of the Certification Board.

**EDNA JOHNSON.** Dental Assistant — 7½ years. Member of ADAA — 7½ years. Certified. Member of Louisiana Dental Assistants Association and New Orleans Dental Assistants Society. Offices held in Local: Secretary and President (2½ years). Offices held in State: Secretary-Treasurer, 1st Vice President, President-Elect, and President. Chairman of ADAA Committees: Chairman 4th District Pin Committee. Chairman of Local Education Committee: 1 year. Member of Examining Committee: 2 times. Has completed an ADAA Approved Study Course. Has not served as Active Member or Director of the Certification Board.

**LULU MEHRMAN.** Dental Assistant — 11 years. Member of ADAA — 10 years. Certified. Member of Southern California State Dental Assistants Association and San Gabriel Valley Dental Assistants Society. Offices held in Local: Program Chairman, Education Chairman, Publicity, and President. Offices held in State: Director (2 years) and Clinic Chairman. ADAA Member of Clinics and Exhibits Auxiliary. Chairman of Local Education Committee: 1 year. Member of State Examining Committee: 10 times. Has completed an ADAA Approved Study Course. Has not served as Active Member or Director of the Certification Board.

**DOROTHY S. PERRY.** Dental Assistant — 13 years. Member of ADAA — 10 years. Certified. Member of Florida State Dental Assistants Association and Jacksonville Dental Assistants Society. Offices held in Local: Secretary, Vice President, and President. Offices held in State: Treasurer, By-Laws Chairman, Editor of "Excavator." Offices held in ADAA: Secretary-Treasurer Certification

Board. Chairman of State Education Committee. Member of Examining Committee: 1 time. Has completed an ADAA Approved Study Course. Has served as Active Member or Director of the Certification Board: 2 years.

**MADGE M. TINGLEY.** Dental Assistant — 40 years. Member of ADAA — 17 years. Certified. Member of Oregon State Dental Assistants Association and Portland Dental Assistants Society. Offices held in Local: President and Secretary. Offices held in State: President, Secretary, and Chairman Education Committee. Offices held in ADAA: Ninth District Trustee — 1 term of 3 years. Chairman of ADAA Committees: Pin Committee — 2 years. Contributing Editor of Journal — 1 year. Chairman of State Education Committee — 8 years. Member of Examining Committee — 8 times. Has not completed an ADAA Approved Study Course. Has served as Active Member or Director of the Certification Board — 2 years.

**MARY E. ROWLEY.** Dental Assistant — 17 years. Member of ADAA — 16 years. Certified. Member of Southern California State Dental Assistants Association and San Diego County Dental Assistants Society. Offices held in Local: President, Secretary and most Chairmanships. Offices held in State: 1st Vice President, 2nd Vice President, 3rd Vice President. Chairman, Pacific Coast Conference; Chairman, Southern California Mid-Winter Conference; Chairman, State Ways and Means. Chairman of State Education Committee — 2 years. Member of Examining Committee — 3 times. Has completed an ADAA Approved Study Course. Has not served as Active Member or Director of the Certification Board.

**MAGDALENE KULSTAD,** *Chairman*  
ADAA Nominating Committee

# The Dental Assistant as a Teacher In the Dental Office

By PEGGY CARTER  
Anniston, Alabama

Do we, as dental assistants, take advantage of the opportunities to teach that are offered to us in the dental office?

Take a minute to go back over a routine day in your office. How many times in that day were you left alone in the operatory with a patient? What did you do? Of course, you were setting up instruments that were needed for the operation, but was there any conversation? This is my idea of the opportune moments to teach. True, it is also a time to chat about your friends, family or other matters. But if you are a sincere dental assistant, and education, efficiency, loyalty and service mean more than mere words that you associate with your ADAA membership, you will choose this time to educate your patient. Many times the patient is looking for a chance to ask you a question that he felt was not important enough to ask the doctor. When you are asked such questions, go ahead and answer them, but then go on to educate the patient just a little more.

If your patient is a child, more than likely the mother will be there. This would be an excellent time to teach the child, and the mother, the importance of proper diet in controlling tooth decay. Take advantage of this opportunity to discuss the benefits of a good, well-balanced diet in developing not only good teeth, but strong, healthy bodies as well. This is your chance to explain the importance of maintaining deciduous teeth by telling the mother that the deciduous teeth keep the space open for the permanent teeth and allow the child to properly masticate his food—not to mention the beauty of a sparkling smile.

If your patient is a teenager, they can be told they are at the age where tooth decay is the most prevalent. This is another opportunity to discuss tooth decay; its cause and how best to prevent or control it.

If your patient is an adult, tell him how important it is to keep the gums healthy as well as the teeth. Gingivitis and pyorrhea are best prevented by careful brushing, the use of picks, or dental floss and regular visits to the dentist for routine scaling and prophylaxis. This might be the best time to explain the recall system used in your office. The patient might be interested, and if your system is thoroughly explained to him he probably will want his name placed on your recall list.

If your patient is a denture patient, remind him that he should have his mouth checked regularly, though his denture may not be causing him any discomfort. The tissues of the mouth are subject to constant change, and an ill fitting denture can cause a serious condition if neglected.

These are but a few of the things you can teach your patients in the opportune minutes available in your office. Your patients will become considerate because you are considerate; they will be neat because you are neat; they will be prompt for their appointments because you are prompt; they will be eager to learn because you are eager to teach them.

Remember, however, to be able to teach properly you must be properly informed. Read the educational material

available to you through your journal and other dental publications; study your text books for dental assistants, and before you impart information to the patients in your office check with your doctor to be certain your understanding is correct and that your teaching his patients meets his approval. Be informed through education; be efficient and loyal to your doctor

and his patients through teaching — a service you can help to render.

*Have you made your reservations at A.D.A.A. Headquarters—The Statler-Hilton Hotel?*

\* \* \*

*Plan your own schedules. Let us hear from you in advance if you need any help.*

### AMERICAN DENTAL ASSISTANTS ASSOCIATION PRICE LIST ADAA EMBLEM, PIN, AND GUARDS

	10K	Gold Filled
Emblem Pin.....	\$3.65	
Gavel with Pearl—State President.....	3.85	\$2.50
Gavel—Component Society President.....	2.75	1.85
Gavel—President-Elect Gavel with Elect on handle.....	2.75	1.85
Gavel with "Vice" on handle—All Vice Presidents.....	2.75	1.85
Quill with 3 Pearls—State Secretary.....	3.85	2.75
Quill—Component Societies.....	2.75	1.85
Inkwell—Assistant Secretaries.....	2.75	1.85
Crossed Quill & Key—Secretary-Treasurer.....	3.85	2.75
Key with 3 Pearls—State Treasurer.....	3.85	2.75
Key—Component Treasurer.....	2.75	1.85
Quill in Inkwell—Editor.....	3.25	2.25
Torch—Committeeman.....	2.75	1.85
Open Book—Historian.....	2.75	1.85
Single Letter Guard—Initial of State, City, Society.....	2.75	2.00
Two Letter Guard—Separate Letters.....	5.50	3.85
Special Design—Double Letter.....	3.25	2.25
Double Numeral Year Guard.....	2.75	
Loyalty Guards—5 Year and 10 Year.....	2.75	
Loyalty Guards—15 Year, 20 Year and 25 Year.....	3.85	
Trustee Guard.....	2.75	
Certification Wreath Only*.....	3.85	
Attach wreath to your ADAA Pin.....	1.15	
Certification Pin Complete*.....	7.50	

\*Must be ordered on official blanks but sent to your State Secretary for approval—then to Assistant to the Secretary, ADACB, Inc., Mrs. Annette Stoker, 103 Midland Ave., Glen Ridge, New Jersey. Send pin directly to Karl J. Klein, Inc., Jewelers.

Trophies—Gavels—Special Presentation Awards—Prices sent upon request.

Sample Pin Display Case Available for Your Meetings. Contact Your District Pin Chairman Directly.

### OFFICIAL JEWELER

Karl J. Klein, Inc., Jewelers, 806 S.W. Broadway, Portland 5, Oregon

"The President-Elect Gavel is a new guard now available."

## The Gentle Art of Conversation

Conversation is the champagne of life. And, like champagne, it should sparkle. Yet many people, confronted with the task of holding up their end of a tete-a-tete, often wind up with something much more akin to warm beer.

It needn't be like that at all.

"The man who converseth well," said Cato the Elder, "may change his world." It's true. Your conversation can make friends, help you get ahead on the job, bring your family closer together. But you have to be willing to make that extra effort. Once willing, nothing can stop you, for on your side you have a battery of psychologists, public speakers — even engineers—who are willing to share their know-how with you. Take heed of what they say and you can't miss mastering the gentle art of conversation.

Here, divested of their technical jargon, are tips that the experts would pass along if they could sit down and chat with you.

*Make yourself interesting.* When you talk, do the eyes of your audience take a glazed expression? Do people look wildly about for an exit? If so, examine the content of your conversation. Is it simply a rehash of old anecdotes and cliches that they've heard before? Could be. There's nothing more boring, you know, than a repeat performance. To avoid that feeling of talking to deaf ears, make a real effort to be a more exciting person to be near.

One way to do this is to read with a purpose. As you go through a book or magazine, be aware of what phrases or words hit you particularly and stop to examine why they produce the effect they do. Try saying the same thing in another way and discover for yourself why that combination of words was so good. This will develop a habit of controlling your own speech, editing yourself as you go along and, as this habit develops, it will become an automatic control on which

you will be able to rely, thus adding to your confidence in your use of language.

But don't just study the words. Keep up with the world around you. Store conversational items in your mind. Watch the papers for unusually interesting items which you can bring into your conversation.

The more you broaden your own interests, the more you will be able to adjust yourself to talking to different kinds of people.

*Bring up subjects on which the other fellow is an expert.* Who does every person look for first in a group photograph? Himself, of course! Each of us is intensely interested in himself and if you can steer the conversation now and then to a topic on which someone else is an authority, your stock as a talker will skyrocket. It not only gives him a chance to speak on "solid ground"; it immediately makes you "a man after his own heart." You might even learn something!

*Never, but never, look for an argument.* More good conversations — and friendships — have shattered on the rocks of contention than on anything else. Even if you're sure the other fellow is all wet, sidestep controversy. Nobody wins an argument and it's no good for the digestion, either. If you're with anyone less than a soul-mate, it's wise to skirt such topics as religion and politics, too. And finally, as fascinating as it may be, chatter about sex may be unfavorably received by at least one member of your audience, perhaps more.

*Don't raise your voice needlessly.* A whisper can pack as big a wallop as a shout — sometimes, more so. Don't believe it? Try yelling, "I love you." Then whisper it. A modulated voice is relaxing, conducive to conversation.

*Learn the value of atmosphere.* What you say — and how you say it — take on a lot more meaning in the right setting.

If you've ever eaten dinner by candlelight, you know how soft illumination has a way of making you talk better, your audience more attentive. Available now are light controls for your home that permit you to dim or brighten lights at will.

*Don't talk about yourself.* That is, to the exclusion of everyone and everything else. Unless you're a big game hunter or Bridgette Bardot, you may be somewhat annoyed to discover that your audience is not waiting with bated breath for a detailed account of what you did yesterday. They may well be fascinated by what

you think or know; but soft pedal the personal details.

*Master the art of listening.* This old rule is as valid as the day it was minted. Everybody has a streak of the "ham" in him. Give him half a chance to express it and you'll have a brand new friend. After all, conversation is a two-way street. When it isn't, it ceases to be conversation and dwindles to a monologue.

Just half a dozen rules. But they can change your world. And conversation is so much less expensive than champagne.

*Received through Precis, a courtesy service to editors.*

## WHEN & WHERE

### AMERICAN DENTAL ASSISTANTS ASSOCIATION:

Thirty-fifth Annual Session, September 14-18, 1959; New York City, New York.  
*Headquarters:* Statler-Hilton Hotel.

*General Secretary:* Miss Corinne DuBuc, 156 Broadway, Pawtucket, R. I.

*Executive Secretary:* Mrs. Mary L. Martin, 410 First National Bank Bldg., La Porte, Indiana.

### STATE ASSOCIATION MEETINGS

#### THIRD DISTRICT

<i>State</i>	<i>Date</i>	<i>Place</i>	<i>Secretary</i>	<i>Address</i>
Ohio	Oct. 23-25, 1959	Cleveland, Ohio	Barbara Riehle	301 Decatur St. Toledo, Ohio

#### FOURTH DISTRICT

Georgia	Oct. 25-27 1959	Dinkler-Plaza Hotel, Atlanta, Ga.	Joy Jones	Northwoods Professional Building, 4791 Buford Highway, Doraville, Ga.
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#### FIFTH DISTRICT

West Virginia	July 19-22, 1959	Greenbrier Hotel White Sulphur Springs, W. Va.	Ruth Harris	1041 4th Ave., Huntington, W. Va.
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#### TENTH DISTRICT

<i>State</i>	<i>Date</i>	<i>Place</i>	<i>Secretary</i>	<i>Address</i>
Colorado	Oct 4-7, 1959	Broadmoor Hotel Colorado Springs	Merle Francik	517 Lincoln, Pueblo, Colo.



# A. D. A. A. Activities

FROM CENTRAL OFFICE WIRES 410 First National Bank Building  
La Porte, Indiana

Orders to Central Office for Study Course Outlines should be accompanied by check to cover cost of \$1.50 each. This does not quite cover the cost of printing, handling, and postage, especially if it is a "rush order" and requires extra postage. These Outlines are a service to the members and we appreciate your cooperation in cutting down expenses of handling. Most of you do send your money with your order — thus eliminating bookkeeping. Others of you send payment for statements promptly. But occasionally we have trouble in collecting for Outlines. When organizing the Course, plan for the payment of the necessary books and supplies. Allow enough time for the Outlines to reach you by the date needed, and send the payment with the order. PLEASE.

Article V, Section I, of the ADAA By-Laws, was amended at the 1958 Annual Session, by the addition of paragraph "c" as follows: "Dental Assistants who have never held previous membership, accepted for Active Membership after July 1 of any year, shall pay one-half (1/2) of the current year's dues." Please specify when this type of membership is desired.

The new Directory of ADAA State and Local Society Officers is now being compiled in Central Office. It will be distributed soon. We hope that all names have been reported so that this Directory will be complete and accurate.

If you have paid your 1959 dues and have not received your membership card, please check with your local secretary, and advise Central Office.

If any of the members of your Society are not receiving their journals, please advise Central Office right away, giving correct address.

EDUCATION • EFFICIENCY • LOYALTY • SERVICE

## LAST CALL FROM THE MEMBERSHIP COMMITTEE

To: All ADAA Members:

There is no use crying over spilled milk or lost opportunities to gain members. The time to consider is TODAY and TOMORROW.

Have you contacted those dental assistants who failed to renew membership? You did??? If you will do it again PERSEVERANCE may win out and you may regain a member. Have you contacted every possible prospect in your community?? I doubt it. Small communities may have done so, but we have many, many large cities with greatly untapped potential membership . . . THIS IS OUR TARGET FOR TODAY.

Reach out among the many dental assistants who haven't taken advantage of the opportunity for education and friendship that the ADAA offers. Make friends with them; encourage them; invite them and see that they come to meetings — then follow right through with an application for membership while their enthusiasm is aroused. When you get them in be sure that they are made to feel welcome and that they participate in the activities of the association. Don't be discouraged when your enthusiasm seems to fall on deaf ears — just keep on PERSEVERING! Sometimes a reticent dental assistant of today is an ac-

rive, enthusiastic ADAA member of tomorrow.

### AND WHAT ABOUT TOMORROW?

Just remember that every "tomorrow" becomes a "today" with equal opportunities for action. Our results can be measured by our efforts. Our "target" for 1959 was to double the figure of the 1958 membership (9363). Will you be reporting DOUBLE or NOTHING?

Certainly, I know the membership contest closed July 1st. But with the addition to the ADAA By-Laws, which states that dental assistants who have

never held previous membership can be accepted for membership after July 1 through payment of just one-half of a year's dues (\$3.00), we can still get many, many new members for 1959. By all means we want to encourage membership through our contests, but, after all, our main objective and interest is in the growth of our A. D. A. A.

So, keep PERSEVERING until November 1, when dues received are applied toward 1960 membership — and then continue to solicit members — let's be Eager Beavers all the way!

ANNE AUBUCHON, *Chairman*  
ADAA Membership Committee

## PERSEVERANCE PAYS

Literally, PERSEVERANCE PAYS — not always in legal tender, but in many ways both tangible and intangible.

PERSEVERANCE in student membership efforts of local societies and state associations where there are eligible student dental assistants has paid with an increase in numbers of student memberships. On May 26th of this year, there were 187 ADAA Student Members which represents a small but encouraging increase over any previous year. We are calling for continued PERSEVERANCE along this line of endeavor because we have many times that number of student dental assistants eligible for ADAA Student Membership.

There has been PERSEVERANCE of several state and local groups who have made contributions to the J.A.S. Scholarship Fund. Future dental assistants will be thankful to such groups because their gifts will assist students of the coming years to reach their goals in education.

For two young ladies — student dental assistants in schools with approved courses in dental assisting — PERSEVERANCE in scholastic activity, character development and citizenship in the face of financial problems has paid off

for them. MISS CHRISTIANNA JANE JOHNSTON, a student at LOS ANGELES CITY COLLEGE and MISS BARBARA JUNE HANEY, a student at the ESSEX COUNTY ADULT TECHNICAL SCHOOL in Newark, New Jersey have each been presented a one-hundred-dollar scholarship award by the Juliette A. Southard Scholarship Committee of the ADAA.

PERSEVERANCE has been the aim of the J.A.S. Scholarship Committee as its members have worked together to continue and develop the services of the committee. We look forward to the day when there will be ADAA Student Members in every state association, every eligible student dental assistant will be an ADAA Student Member, and more effective assistance can be given to deserving student dental assistants. To approach the fulfillment of these goals for the future, PERSEVERANCE will have to become an aggressive force. This means that every related activity of the ADAA will have to keep on "keeping on"!

There are now twenty ADAA approved schools where students may learn the skills and knowledge needed to be-



come dental assistants. Unfortunately for many would-be dental assistants, there are no such schools in most of our states. This situation is gradually improving and a great share of the success of the J.A.S. Scholarship program is due to the cooperation of the instructors and officials of the various schools. This is sincerely appreciated.

Local societies are working to make their educational programs so interesting and beneficial that they will attract the busy student. The cordiality and friendliness within these groups add to the student's feeling of pride and pleasure

in being a part of the American Dental Assistants Association.

We are thankful for the opportunity to send this message to all ADAA members through the pages of our Journal and express our appreciation to all who have aided the work of the J.A.S. Scholarship and Student Membership program — past and present. The advancements made are proof that PERSEVERANCE PAYS.

THE J.A.S. SCHOLARSHIP COMMITTEE

Evelyn Brett  
Harriett Darling  
LaVeta Lehn, Chairman

## JULIETTE SOUTHARD RELIEF FUND

"When the light of one friendship after another passes from earth to heaven, we kindle in place thereof, the glow of some deathless reality." This statement can very well be applied to our J.A.S. Relief Fund which can be considered as a deathless reality of the wonderful spirit of our Founder, Juliette A Southard.

September 25, as you know, was the birthday of Mrs. Southard. Many J.A.S. Birthday Parties are planned during the

month of September and the proceeds of these parties are contributed to the J.A.S. Relief Fund.

This is just a reminder to our members that the Relief Fund is available for needy members and that the Fund is dependent upon contributions to keep it active.

For further information, contact the Chairman of the J.A.S. Relief Fund Committee: Eugenia Uttech, 304 Sixth Street, Watertown, Wisconsin.

## AMERICAN DENTAL ASSISTANTS ASSOCIATION COMMITTEE ON EDUCATION

The following are the Schools and Dental Colleges which offer courses of training for Dental Assistants that have been approved by the American Dental Assistants Association. This list is subject to change from time to time.

### TWO YEAR COURSES

Beth Israel Hospital School for Dental Assistants  
330 Brookline Avenue  
Boston, Massachusetts  
Chaffey College  
Ontario, California  
City College of San Francisco  
Ocean & Phelan Avenues  
San Francisco, California

Dobbins Vocational-Technical School  
22nd Street & Lehigh Avenue  
Philadelphia, Pennsylvania  
East Contra Costa Junior College  
Golf Links Road  
Concord, California  
Long Beach City College  
1305 East Pacific Coast Highway  
Long Beach, California

Los Angeles City College  
 855 North Vermont Avenue  
 Los Angeles, California  
 Pasadena City Schools, John Muir  
 College  
 1905 Lincoln Avenue  
 Pasadena, California  
 Reedley College  
 P. O. Box 552  
 Reedley, California  
 San Antonio College  
 1300 San Pedro Avenue  
 San Antonio, Texas  
 San Diego Junior College & Vocational  
 835 12th Avenue  
 San Diego 2, California  
 San Mateo Junior College  
 Coyote Point Campus  
 San Mateo, California  
 Tacoma Vocational-Technical School  
 2101 South Yakima Avenue  
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 163 Cabot Street  
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## What's Your Line?

Did you ever really stop and take a good look at yourself? Were you satisfied with what you saw? Or, did you see room for improvement? What does this have to do with a message from the Clinics & Exhibits Committee? We know there are many of you who have never presented a table clinic. Some of you think it is just many hours of wasted effort; some have never volunteered and some, YES, some, are not aware that each Active, Independent or Student member of the A.D.A.A. is eligible to present a table clinic. If you fall in this category—there IS room for improvement!

Each year the clinic programs at the state meetings, as well as the A.D.A.A. session, are one of the highlights of the meetings. PERSEVERANCE, action and a little effort, all combined, will place your name on the list of clinicians for the 1959 annual session in New York City.

Select your topic, pertaining to a particular phase of your work, or a subject you feel would be beneficial to your co-workers. Prepare your material, using models, illustrations or other material to demonstrate your subject so it will not be just a paper or lecture. You should limit your time to 5-7 minutes, which will permit easy listening and allow everyone to view and hear each clinic in the limited time allowed. Of course, you will be in complete uniform and will either stand or be seated at a card-table size table.

Each state is allowed as many clinics as delegates. Delegates may serve as clinicians. It is not necessary, however, that clinicians be delegates, alternates or winning clinicians from the states. Clinicians are not required to be Certified. The District Clinic Trophy presented to the A.D.A.A. in 1955 by the Medical-Dental-Hospital Bureaus of America will be awarded the district represented by the

greatest number of clinics, pro-rated according to membership and each clinician receives a Certificate of Appreciation from the ADAA.

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### WHAT'S MY LINE?

#### A TABLE CLINIC IN '59!

Merle Andrews, Chairman  
1167 Illinois Ave. S.W.  
Huron, South Dakota

*Come to New York in September for exciting, wonderful, fabulous, glorious and unforgettable days and nights!*

tive, enthusiastic ADAA member of tomorrow.

### AND WHAT ABOUT TOMORROW?

Just remember that every "tomorrow" becomes a "today" with equal opportunities for action. Our results can be measured by our efforts. Our "target" for 1959 was to double the figure of the 1958 membership (9363). Will you be reporting DOUBLE or NOTHING?

Certainly, I know the membership contest closed July 1st. But with the addition to the ADAA By-Laws, which states that dental assistants who have

never held previous membership can be accepted for membership after July 1 through payment of just one-half of a year's dues (\$3.00), we can still get many, many new members for 1959. By all means we want to encourage membership through our contests, but, after all, our main objective and interest is in the growth of our A. D. A. A.

So, keep PERSEVERING until November 1, when dues received are applied toward 1960 membership — and then continue to solicit members — let's be Eager Beavers all the way!

ANNE AUBUCHON, *Chairman*  
ADAA Membership Committee

## PERSEVERANCE PAYS

Literally, PERSEVERANCE PAYS — not always in legal tender, but in many ways both tangible and intangible.

PERSEVERANCE in student membership efforts of local societies and state associations where there are eligible student dental assistants has paid with an increase in numbers of student memberships. On May 26th of this year, there were 187 ADAA Student Members which represents a small but encouraging increase over any previous year. We are calling for continued PERSEVERANCE along this line of endeavor because we have many times that number of student dental assistants eligible for ADAA Student Membership.

There has been PERSEVERANCE of several state and local groups who have made contributions to the J.A.S. Scholarship Fund. Future dental assistants will be thankful to such groups because their gifts will assist students of the coming years to reach their goals in education.

For two young ladies — student dental assistants in schools with approved courses in dental assisting — PERSEVERANCE in scholastic activity, character development and citizenship in the face of financial problems has paid off

for them. MISS CHRISTIANNA JANE JOHNSTON, a student at LOS ANGELES CITY COLLEGE and MISS BARBARA JUNE HANEY, a student at the ESSEX COUNTY ADULT TECHNICAL SCHOOL in Newark, New Jersey have each been presented a one-hundred-dollar scholarship award by the Juliette A. Southard Scholarship Committee of the ADAA.

PERSEVERANCE has been the aim of the J.A.S. Scholarship Committee as its members have worked together to continue and develop the services of the committee. We look forward to the day when there will be ADAA Student Members in every state association, every eligible student dental assistant will be an ADAA Student Member, and more effective assistance can be given to deserving student dental assistants. To approach the fulfillment of these goals for the future, PERSEVERANCE will have to become an aggressive force. This means that every related activity of the ADAA will have to keep on "keeping on"!

There are now twenty ADAA approved schools where students may learn the skills and knowledge needed to be-

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## The occlusal rest



FIG. A



FIG. B



FIG. C

Occlusal rests supply a substantial portion of the support required for the clasp type of partial denture. They must resist the heavy masticatory load and yet maintain the correct clasp-to-tooth relationship. Sometimes no rest seat is prepared in the abutment tooth, leaving only room enough for a thin rest which soon breaks (Fig. A).

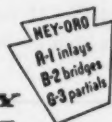
The rest preparation in the abutment tooth should be definite but not box-shaped as in Fig. B. A sharp angle at the marginal ridge produces a corresponding angle in the casting that may cause fracture.

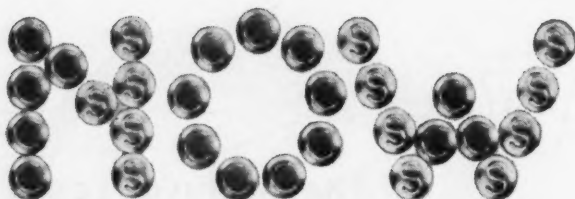
The ideal rest preparation (Fig. C) is spoon-shaped with its floor at right angles to the long axis of the tooth. Bucco-lingually its width is about one-half the distance between the buccal and lingual line angles of the surface involved. Sharp angles are smoothed and the prepared enamel surface is carefully polished.



(Prepared under the direction of competent dental authority.)

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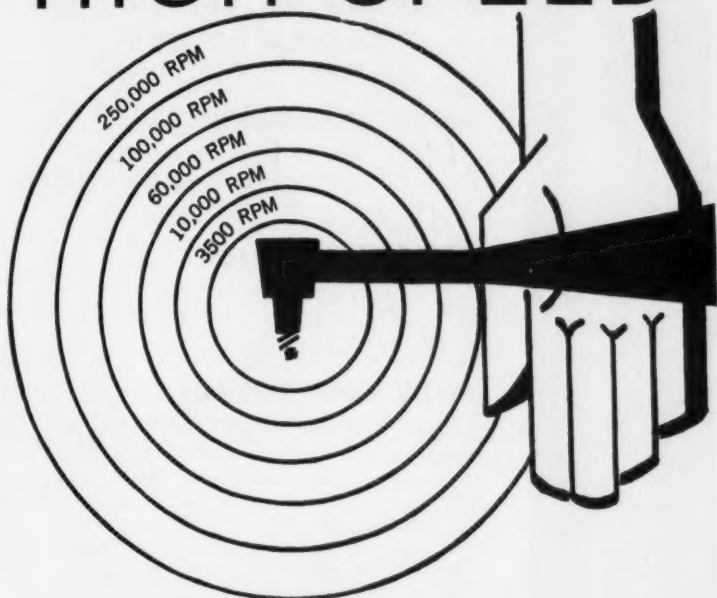
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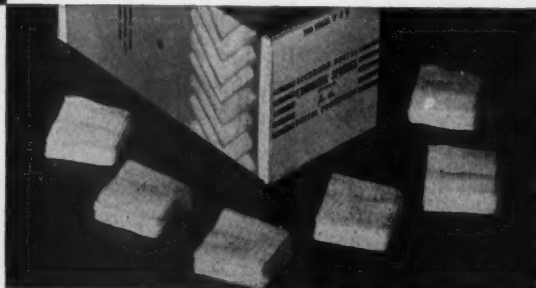
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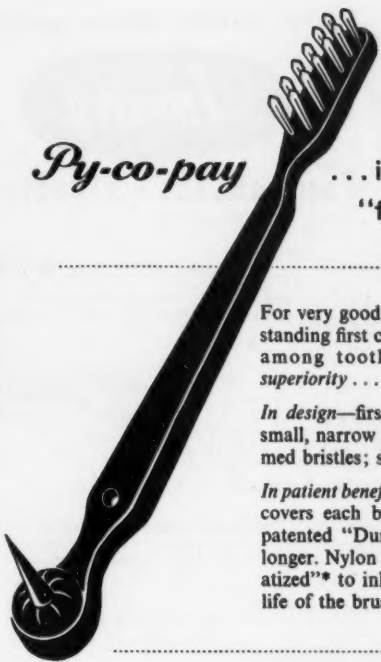


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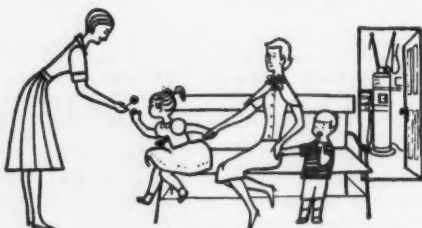
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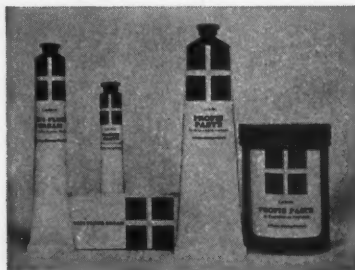
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